



## **JOB DESCRIPTION**

Title: **JUSTICE COURT JUDGE**

Department: Courts

Class Code: 1510

FLSA Status: Exempt

Effective Date: January 1999 (Rev 07/02)

Grade Number: 29

### **GENERAL PURPOSE**

This position is appointed by the Mayor with advice and consent of the Council. Serves as Murray City Justice Court Judge in handling criminal and traffic cases and other judicial duties as defined by statute and the state Judicial Council. The term of office is four years, subject to re-appointment. The Judge may be removed only as provided by statute.

### **EXAMPLE OF DUTIES**

- \*-- Perform court duties on a full-time basis in compliance with all statutory standards for the operation of Justice Courts, all standards promulgated by the Judicial Council, the Code of Judicial Conduct, and the Municipal Officers' and Employees' Ethics Act.
- \*-- Attend court promptly at all regularly scheduled times and conduct judicial duties professionally and in compliance with all applicable policies, rules of evidence and procedure, and with due regard to the rights and interests of all parties, victims, and other affected persons and entities.
- \*-- Presides over and adjudicates all cases involving violations of ordinances, Class B and C misdemeanors, and infractions; issues summons, subpoenas, warrants of arrest, bench warrants, search warrants, and all other lawful orders of the court; gathers and assimilates pertinent court related facts and renders decisions; prepare appropriate reports for State and City Government.
- \*-- Manage court responsibilities within budget parameters established by the City Council.
- \*-- Meet with Mayor and City Council at least once a year to review the budget of the court, review compliance with the requirements and operational standards of the court, discuss other items of common concern, and certify that this meeting has been held and that the operational standards for the court have been met during the prior year.
- \*-- Provides administrative direction to court staff according to City policy and procedure.

- Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Justice Court Judges are not required to be admitted to practice law in the State as a qualification to hold office but shall have at the minimum a diploma of graduation from high school or its equivalent.
- A Justice Court Judge shall be a person who has demonstrated maturity of judgment, integrity, and the ability to understand and apply appropriate law with impartiality.
- JD degree and two (2) years of related legal experience is desired.

### Special Requirements

- Must be a United States citizen.
- Must be 25 years of age or older.
- Must be a Utah resident for at least three (3) years immediately preceding appointment.
- Must be a resident of Salt Lake County or an adjacent county for at least six months immediately preceding appointment.
- Must be a qualified voter of Salt Lake County.
- Must be certified by the Utah State Judicial Council.
- Must continue to comply with evaluation criteria for judicial performance established by the judicial council and other factors deemed relevant by the appointing authority.
- May not appear as an attorney in any criminal matter in a federal, state, or justice court or appear as an attorney in any justice court or in any juvenile court case involving conduct which could be criminal if committed by an adult.
- May not hold any office or employment including contracting for services in any justice agency of state government or any political subdivision of the state including law enforcement, prosecution, criminal defense, corrections, or court employment.
- May not use Court personnel or facilities for private business or legal practice without express written authorization of the City.

- May not own or be employed by any business entity which regularly litigates in small claims court.
- Position requires periodic reappointment and is restricted by Chapter 3, Title 52, regarding employment of relatives.

#### Necessary Knowledge, Skills and Abilities

- Knowledge of laws affecting public and individual rights and obligations; court policies and procedures; City policies and procedures; legal terminology and court documents; public administration, management, and budgeting; public policy and ethical principles.
- Communication skills: glean relevant information and inform the public regarding Murray City Justice Court procedures; contacts with other departments, furnishing and obtaining information; contacts with other enforcement agencies; regular and frequent outside contact requiring tact and judgement to deal with people; requires well developed sense of strategy and timing; constant contact with the public regarding citations they have received; regular contact with prosecutors, police officers, defense attorneys, program providers, other judges, court administrators, and crime victims.
- Ability to collect and rapidly assimilate facts; organize, analyze, and retain familiarity with large numbers of complex court cases; research effectively and require and retain familiarity with sophisticated and rapidly changing principles of law and apply principles to complex factual situations; ability to establish effective working relationships with employees, city officials and the general public.

#### **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing and spreadsheet software; phone; fax and copy machine.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear. The employee is occasionally required to use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-- Work is performed primarily in an office setting. The noise level in the work environment is usually moderate.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.